

Citizens Guide to the Development Services Center



What is the Development Services Center (DSC)?

Established in 2011, the new Development Services Center allows for easier access to all of the city's development services. The new DSC provides residents and developers with a one-stop destination for all the key functions related to the development review process. Whether customers are obtaining a permit for a patio cover, submitting for drainage study review, obtaining a business license or checking zoning, the Development Services Center is the place to be.



Help Desk

Located at the main entrance of the DSC, the Help Desk is staffed during peak hours and can be utilized to request general information regarding the functions and processes of the entire DSC. The Help Desk is also conveniently located near the automated ticket kiosk so staff can assist with any questions you may have regarding where you need to go. During non-peak hours, staff at the information desks (**stations 1 and 2**) will be happy to assist you.

Automated Ticket Kiosk

If you already know where you need to go, you may proceed directly to the automated ticket kiosk and obtain a ticket to consult with a building technician, planner, license technician, cashier or land development staff. Simply press the touch screen and tap the button that corresponds with the discipline you wish to see. When it's your turn, your ticket number and station will be displayed on the wall and announced audibly on the public address system.

Building and Safety

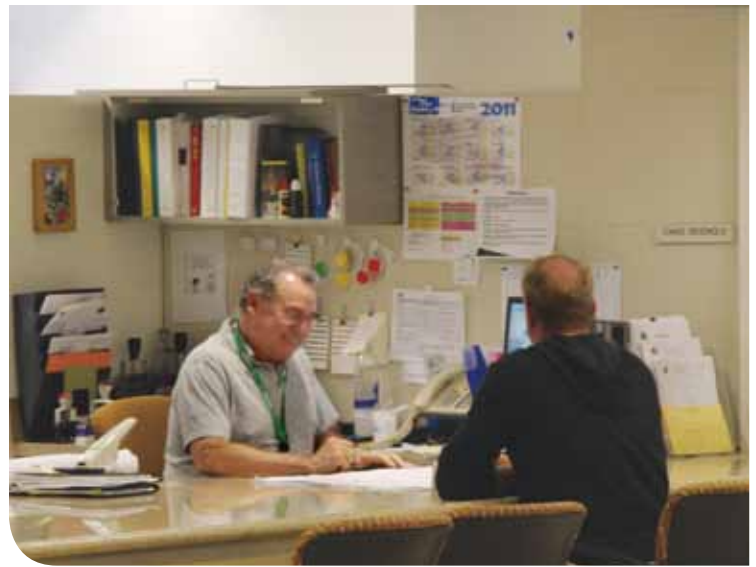
The Building and Safety information desk (**Station 1**) is the point of contact for all building permit applications. Common building applications include walls/fences, patio covers, signs, accessory structures, electrical permits, tenant improvements and commercial building review. Staff at this counter can determine what type of permit application is required, help identify proper submittal requirements and determine if a consultation with a permit technician is required. Permit technicians are located at **stations 5, 6 and 11 through 14 and 16**, and can be consulted by pulling a building ticket from the automated kiosk.

Planning

Do you have questions regarding setbacks, general zoning and land use information, temporary signs, temporary commercial permits, addressing or land use applications? If you do, you can proceed to the Planning information desk (**station 2**), which is the point of contact for all zoning and land use related questions. Technical information can be obtained by pulling a planning ticket from the automated kiosk and consulting with a planner, located at **stations 7 through 10**.

Licensing

Do you need to obtain a business license or home occupation permit? Want to apply for a special or temporary event license? First-floor Business License staff are on hand to help you with most non-privileged license requests.



Land Development

Do you need to submit a civil improvement plan, utility plan or mylar for review? Do you want to obtain an offsite permit or post a bond? If so, you can pull a land development ticket from the automated kiosk and consult with Land Development personnel at **stations 15 and 21**.

Cashier

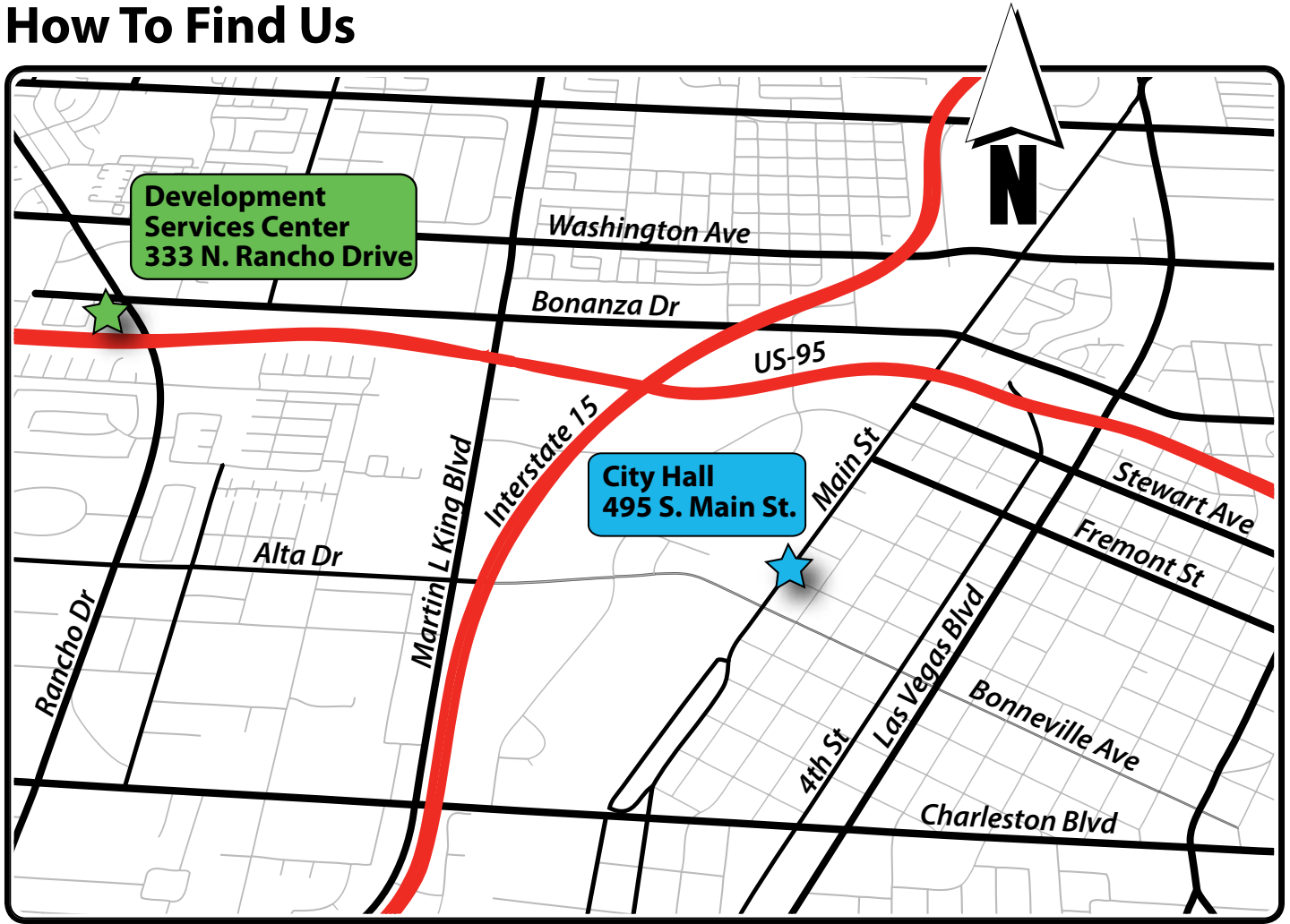
To pay permit or project application fees or pick up an approved permit, obtain a cashier ticket from the automated kiosk and proceed to the west side (towards parking garage and secondary exit) of the building. When you reach the cashier area, staff will be available to assist you at **stations 17 through 20**.



Development Services Floor Guide

- **1st Floor: Planning, Licensing, Land Development, and Building and Safety front counter services**
 - Public Planning 229-6301
 - Licensing 229-6281
 - Land Development..... 229-4764
 - Building and Safety 229-6251
- **2nd Floor: Department of Building and Safety229-6251**
 - Permits
 - Inspections
 - Customer Service
 - Code Enforcement 229-6615
- **3rd Floor: Department of Planning229-6301**
 - Case Planning
 - Long-Range Planning
 - Planning Administration
- **5th Floor: Fire and Rescue.....229-5397**
 - Fire Prevention (*Plan Review only*)
- **6th Floor: Business Licensing.....229-6281**
 - Business Licensing
 - License Compliance
- **7th Floor: Public Works.....229-6541**
 - Flood Control
 - Sanitary Sewer Planning
 - Roadway Planning
 - Development Coordination (DevCo)
- **8th Floor: Public Works and Operations & Maintenance229-6217**
 - Traffic Engineering
 - Survey
 - Right of Way
 - Real Estate
 - Construction Management
- **9th Floor: Public Works and Operations & Maintenance229-6272**
 - Capital Project Management
 - Public Works Administration
 - Operations & Maintenance Administration

How To Find Us



Development Services Center

Location: 333 N. Rancho Drive, Las Vegas, Nevada 89106

Business Hours: Monday through Thursday • 7 a.m. * to 5:30 p.m.**

**All first-floor counters open at 7:30 a.m. on Wednesdays.*

***Cashiers close at 5 p.m. daily.*

Vision Statement: *“The city of Las Vegas development services process integrates all functions such that it appears as one unit to the customer, as well as providing a timely response and creating a positive customer experience.”*

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 Councilman Steven D. Ross
 Councilman Ricki Y. Barlow
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